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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 4th June, 2018

**PRESENT:** Cllr C Beglan, Cllr D Glithero, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher,

Cllr G Lockerbie, Cllr R Milner-Gulland, Cllr R Thomas

**IN ATTENDANCE:** 0

**ALSO**: Zoe Savill, Clerk to the Council

**MEMBERS OF THE PUBLIC**: 5

**ABSENT**: Cllr D Whyberd

# The Chairman opened the meeting at 19:30 hrs

**14.11. Apologies for Absence and Chairman's Announcements**

Apologies were received and accepted from Cllr Whyberd (unwell).

The Chairman announced the resignation of Cllr Lesley Britt from Washington Parish Council effective from 21st May, and that she would continue as Vice-Chairman of the Storrington, Sullington & Washington Neighbourhood Plan Steering Group. He reported on Cllr Britt’s 14 years’ service to the Council, including as Chairman.

**RESOLVED** to **NOTE** the resignation of Lesley Britt and long service to the community. Clerk to write to her expressing the Council’s thanks. Clerk confirmed that Horsham District Council’s Electoral Department has been notified and a notice of casual vacancy displayed as per the legislative requirements.

14.12. Declarations of Interest from members in any item to be discussed and agree Dispensations

**RESOLVED** to **NOTE** that no declarations made or dispensations requested.

**14.13. To approve the Minutes of the last Parish Council meeting held on 14th May, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE** (…) that the **Chairman** could sign the minutes as a true record of the meeting which took place on 14th May, 2018 and the minutes were **duly signed by the Chairman.**

**14.14. Public Speaking**

Mr Richard Goring of Wiston Estates and planning consultant Mr Peter Young, gave an

update on redevelopment plans for North Farm, including permissive footpath, café and opening up the winery to the public. A draft of the scheme was circulated to councillors.

Councillors to have an opportunity to comment in a final preview of the proposals later in the month before plans are submitted in July.

*The Chairman thanked them both for their presentation.*

Mr James Ross and Mr John DeLittle spoke on their applications for the casual vacancy on the Heath Common Ward, and answered questions from councillors.

The Chairman thanked them both and informed them that their applications would be considered during a closed session at the end of the meeting.

**14.15. County and District Issues**

No representatives of the Horsham District or County Council were present.

**RESOLVED** to **NOTE** that Cllr Paul Marshall (HDC and WSCC) had given his apologies that he was attending another meeting.

**14.16. To Receive, Review, Report on and progress matters arising from the previous**

**minutes**

**RESOLVED** to **NOTE** that there were no updates to report at the time of publication of the Agenda

**14.17. To Consider Planning Applications and discuss Transport issues**

 **Planning applications**

Notifications of the following were sent to Councillors before the meeting*:*

*DC/18/1049 - The Birches Thakeham Copse Storrington Pulborough*

Proposed first floor side extension over existing garage. Demolition of existing

rear conservatory and erection of a replacement single storey extension

Councillors discussed this application and **RESOLVED** to make **NO OBJECTION.**

**14.17.2.Planning Decisions**

Councillors **RESOLVED** to **NOTE** the following planning decisions:

**Parish: Washington PC**

**Application Number:** DC/18/0371

**Site:** Longbury Hill House Veras Walk Storrington Pulborough West Sussex RH20 3JF

**Description:** Proposed erection of a two storey dwelling and associated landscaping on residential land

**Decision:** Application Permitted on 18th May 2018

The Chairman reported on the application which had been initially turned down on appeal because of the lack of spaciousness of the plot, and not for the principal objections that it was outside the Built Up Area Boundary. It has been permitted on re-application following delegation to HDC’s Head of Planning by the Planning Committee on 15th May. The Chairman put forward the PC’s strong objection at the committee meeting. He has questioned why local members were not part of the decision-making process during the meeting and is awaiting a response.

|  |
| --- |
| **Parish**: Washington PC **Application Number**: SDNP/17/037/16/HOUS - **Site:** St Mary’s Gate, The Street, Washington RH20 4AS**Description:** Demolition of existing garage and side extension**;**  |
| Erection of replacement part two storey part single storey side extension with first floor dormer to eastern elevation and 2x 'lantern' roof lights **Decision**: Application permitted 18th May 2018 |

**17l.17.3. Enforcements**

EN/18/0234 - alleged change of use of the premises at Orchard Fisheries, London Road, Washington RH20 3BP.

Status: Pending consideration.

**RESOLVED** to **NOTE** the information

**14.17.3. Appeals -**

No appeals to report at the time of publication of this agenda

**14.17.4. Transport issues:**

***To Consider a response to WSCC Traffic Order - The Pike, Washington***

The Chairman reported on the PC’s proposed Traffic Order to introduce a prohibition of waiting at all times (double yellow lines) on a length of The Pike. Documents circulated with agenda.

**RESOLVED** to support the TRO which seeks to address the village’s parking problems along the Pike. Clerk to write to West Sussex Highways.

**14.17.5. Road Closures**

**RESOLVED** to **NOTE** that any road closures are reported on the Parish Council’s website.

**14.18. To Review, Consider, Recommend and report on Parish Council issues, including maintenance**

***14.18.1.* *To Review Internal Auditor’s Report for the Financial Year 2017-18 and the effectiveness of The Council’s internal control processes****.*

Councillors reviewed the 2017/18 audit report by Mulberry & Co, together with the Clerk’s review of the internal processes circulated before the meeting. It was NOTED that the auditor stated that the Council takes policies and procedures seriously and that he was pleased to report that overall the systems and procedures in place are entirely fit for purpose. Councillors NOTED a recommendation for a policy detailing how draft and final minutes are published, and to include a publication date on Agendas.

**RESOLVED** to **NOTE** the auditor’s report and to **AGREE** the effectiveness of the Council’s internal control processes for the 2017-18 financial year.

***14.18.2. To Consider Recommendation to Approve the Financial Report and bank reconciliation for Year Ending 31st March 2018***

Councillors considered the Financial Report 2017-18 for Washington Parish Council and bank reconciliation recommended for approval by its Finance Committee in May 21st 2018, and checked by the auditor.

**RESOLVED** to **APPROVE** the Financial Report 2017.18 and bank reconciliation.

***14.18.3. To Review and Approve Section 1 Annual Governance Statement of the Annual Governance and Accountability Return 2017-18 (AGAR) for Washington Parish Council***

The Chairman read out each of the 9 statements in Section 1 of the Annual Governance Statement 2017-18 and explained the reasoning behind the recommended answers. This had been circulated before the meeting with the review of the effectiveness of internal control for the Council. Councillors reviewed the documents.

**RESOLVED** to **AGREE** that the Council responds with ‘Yes’ to Statements 1-9 of the Annual Governance Statement 2017-18 and to authorise the Chairman and the Clerk/RFO to sign.

***14.18.4. To Review and Approve Section 2 Annual Accounting Statement of the Annual Governance and Accountability Return 2017-18 (AGAR) for Washington Parish Council and to note significant variances.***

The Chairman explained the figures in Section 2 of the Annual Accounting Statement which had been recommended for approval by the Finance Committee at its meeting on 21st May 2018. The auditor had amended the figures to exclude the Council tax grant from the precept in Box 2 and include it in receipts in Box 3. Councillors reviewed the amended Annual Accounting Statement 2017-18 which had been circulated before the meeting. It was NOTED that it had been previously signed by the Clerk/RFO prior to presentation as required. The Clerk fully explained the significant variances in the Accounting Statements and these were reviewed and NOTED by Councillors.

**RESOLVED** to **AGREE** Section 2 of the Annual Accounting Statement 2017-18 as amended, is a true record of the Council’s income and expenditure and to authorise the Chairman and Clerk/RFO to sign, **AND** to **AGREE** the notice of Period for the Exercise of Public Rights to inspect accounts commencing Monday 11th June and ending Friday 20th July 2018.

Clerk to action date of announcement on 5th June 2018.

***14.18.5. To Consider ratifying the Council’s revised response to the Local Plan Review***

A letter by the Clerk in response to the Horsham District Council Local Plan Review, was circulated to Councillors before the meeting. The Chairman explained that he had agreed that the Clerk retrospectively revise the Council’s original response made at the last meeting in May. This now includes a reference to two other key areas of the Review, namely the importance of the Built Up Area Boundary to Heath Common ‘Lanes’, and the economic redevelopment of Wiston’s North Farm as an employment site which is an integral part of the Storrington, Sullington & Washington Neighbourhood Plan.

**RESOLVED** to **RATIFY** the Council’s revised response to the Local Plan Review.

***14.18.6. To Consider contributions to a meeting between the Horsham Preventions Team and the Clerk.***

The Chairman invited Councillors to brief the Clerk on any points to raise at her meeting with PCSO Erica Baxter of the Horsham Prevention Team later this month.

The following points were proposed:

* A brief monthly update for every Parish Council meeting about localised crime issues as well as any intelligence on what is happening in the wider area which might affect Washington parish.
* Feedback on the effectiveness off a Neighbourhood Watch scheme.

**RESOLVED** to raise the proposed points.

***14.18.7. To Receive Neighbourhood Plan update and approve statement that Storrington and Sullington Parish Council has acted as the qualifying body for the NP process.***

Councillors **NOTED** that the examination of the Storrington, Sullington & Washington NP is in progress. The Clerk reported that the examiner has requested evidence to support which of the parish councils is the approved qualifying body for the NP process as it was not clear in the NP Steering Group’s Terms of Reference. HDC has advised that it is their understanding that this is Storrington & Sullington PC because it has taken the lead in the process.

**RESOLVED** to **APPROVE** that Washington Parish Council is satisfied that for the purposes of the Neighbourhood Plan preparation, Storrington and Sullington Parish Council has acted as the Qualifying Body on behalf of the Steering Group which represents both parishes. Washington Parish Council has consented to this and is also satisfied that Storrington and Sullington Parish Council has taken the lead in the process.

***14.18.8. To consider hire requests for the Washington Recreation Ground***

1. Keith McKenna of Footprints, a not-for-profit rambling organisation, has requested use of part of the grounds as a meeting station at the end of their annual South Downs Way Walk on **Tuesday 12th June 2018** during the afternoon. About 250 walkers are expected, and will be meeting in Washington to collect their coach tickets for their return journey home. The organisers propose a 12ft square (approx.) gazeebo on the grounds to serve water only. No other refreshments will be provided or vehicles on the grounds, or entertainment. A modest banner with a spike base would be situated on the grounds. Mr KcKenna, from Steyning, said the grounds are needed because their usual meetup point at the Frankland Arms has been cancelled because of the pub closure. This the 39th year of the event. No other bookings that day

**RESOLVED** to **APPROVE** the hire at £20 on condition that rubbish from the event is removed. Councillors waived the £10 hire fee for a gazeebo.

1. Village hall booking to use grounds on **Sunday 10th June 2018** **2-4pm** for a children's party area set up on the North side of the MUGA. No stalls.

**RESOLVED** to **APPROVE** the hire at £20 on condition that rubbish from the event is removed.

1. Village hall booking for a BBQ set up between the hall and the MUGA on **Saturday 7th July 2018** **6.30-11pm. No stalls.**

**RESOLVED** to defer decision to the next OSRA meeting pending more details on the event.

***14.18.9. To Consider a response to complaints of alleged late night live music disturbance in a residential area***

The Chairman reported that he has received complaints from three parishioners about alleged late night noise disturbance from two parties at separate properties in the Heath

Common ward. He had advised complainants to contact HDC’s environmental health department, and understood there had been some response.

The Chairman invited Councillors to give their views on any action which can be taken by the Parish Council.

**RESOLVED** to publish a link on the PC’s website for HDC’s guidelines on noise disturbance from loud music, and who to contact. Clerk to action.

***14.18.10. To Consider a response to any further maintenance issues arising***

**RESOLVED** that there are no urgent maintenance issues.

**14.19. Approve Payments, Receipts and Quotes**

***To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases***

The Clerk reported that May’s bank statement had not been made available and will be reconciled for the next Council meeting. The following payments schedule for approval, payments to date, invoice, and purchase order and receipts summary were circulated to Councillors:

Councillors **RESOLVED to AGREE (…..)** the following payments totalling **£1,572.00** be **APPROVED:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | Payee | **Details** | **Amount net** | **VAT** | **Total** |
|  01.06.18 | HDC  | Dog bin emptying | £ 33.67 |  0.00 | £ 33.67 |
|  22.05.18 | Mulberry & Co | 2017-18 Audit | £ 159.45 |  31.89  | £ 191.34 |
|  21.05.18 | WVHMC | MUGA electricity consumption 2017-18  | £ 11.76 |  0.59p(Parish Council charged the lower rate of 5% | £ 12.35 |
|  02.05.18 | WVHMC | Equipment hire | £ 15.00 |  5.00 | £ 30.00 |
|  04.06.18 | A. Richards | Refund 2018 allotment rent and deposit plot 11B | £ 15.00 |  0.00 | £ 15.00 |
| 04.06.18 | Z.Savill | April 2018 net salary, overtime & expenses | £ 1069.97 +£ 219.67 expenses | 0.99 | £1289.64 |
| **Total** |  |  | *£6,524.78* | *£407.59* | **£1,572.00** |

Councillors **RESOLVED** to **AGREE *(…..)*** the financial reports as follows:

# Payments to date inc the above list: £10,897.64

**Outstanding purchase orders £2,358.00**

**Outstanding sales invoices - £0.00**

**Reconciled Bank Balance on 30th April 2018 - £90,014.12**

**14.19.1. Quarterly Update**

**RESOLVED** to **NOTE** that the Q1 report is due July.

**14.19.2. VAT -**

**RESOLVED** to **NOTE** a VAT submission is pending.

**14.19.3. PAYE and NICs:**

**RESOLVED** to **NOTE** that the Q1 PAYE and NICs payument is due in July.

***14.20. To receive reports on meetings attended, and notice of any forthcoming meetings*.**

Cllr Glithero reported that he would be unable to attend the HDC parish council training event for the planning process on 6th June. The Chairman reported that he has confirmed he will be attending, and will report to the next Parish Council meeting.

**RESOLVED** to **NOTE** there were no other meetings to report.

**14.21. Correspondence Received -**

Councillors NOTED the following correspondence circulated with Agenda and consider responses or any further action:

* Email from Cllr Milner-Gulland reporting on the unconfirmed closure of the Frankland Arms. Clerk reported that she had written to the brewery owners Ei Publican Partnerships Ltd who have confirmed the landlord’s decision to cease trading. The brewery hope to re-open the pub as soon as possible. The landlord is living on the premises as security and has requested removal of the Council’s silver cups which have been housed in a display cabinet under the pub insurance policy.

**RESOLVED** that the Chairman will store the cups until long-term storage is found. Clerk to enquire if the Storrington Museum will house the cups, and to report back to Councillors.

 Invitation to respond to WSCC’s online questionnaire Bus Strategy Consultation - closing

 date 6th June.

 **RESOLVED** to ask WSCC what is their alternative strategy for providing public transport

 following the closure of a number of bus stops on the A24 for safety reasons.

 Email from Horsham district Joint Action Group (Crime and Disorder) - notification of a

 form for requesting an issue to be raised by the group for consideration.

 **RESOLVED** to **NOTE** the correspondence.

**14.22. Clerk’s report**

*This is a report covering matters that may not arise elsewhere on the Agenda:*

Councillors NOTED the following:

*14.22.1.Freedom of Information/Data Protection Requests Received*

None received.

*14.22.2.Compliments and Complaints*

None received

*14.22.3. Governance and Accountability*

Internal audit: Clerk reported that this was considered earlier in the meeting.

GDPR update- Clerk reported that Satswana’s contract for the Council’s data protection

services to be considered at the next meeting once she has completed the Impact

Assessment for GDPR (General Data Protection Regulations)

*14.22.4.Training*

See Min ref 14.20.

**14.23.To receive items for the next agenda**

**RESOLVED** to consider asking the Forestry Commission when re-planting will take place at

Longbury Hill Wood, a condition of the felling licence.

**14.24. To receive reports and recommendations from Committees and Working**

**Parties -**

Draft minutes of the following meetings were circulated to Councillors:

***Open Spaces, Recreation and Allotments & Footpaths Committee Meeting 21st May 2018***

**RESOLVED** to **NOTE** there were no recommendations.

***Finance Committee Meeting 21st May 2018***

**RESOLVED** to **NOTE** that recommendations were considered earlier in this meeting.

## Planning and Transport Committee Meeting 21st May 2018

**RESOLVED** to **NOTE** there were no recommendations.

***Heath Common Design Statement Working Party***

Chairman of the Working Party, Cllr Lisher reported that final amendments to the Statement had been completed and submitted to HDC to be considered by Cabinet for adoption in July.

Cllr Beglan praised planning officers for their help in drafting the document. The Chairman of the Council suggested that a letter of thanks is sent to the Head of Planning, in particular to Rebecca Fry, Senior Planning Officer, who is a relative newcomer to the role.

**RESOLVED** to **NOTE** the information.

**15. Date and Time of next Meetings**

**RESOLVED** to **NOTE** the following dates of the next Council Meetings will be:

Committees: 18th June at 7pm

Washington Parish Council Meeting2nd July at 7.30pm

**16.** **To Consider a resolution to exclude the press and public from this part of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the following business to be transacted under item 17**

**RESOLVED** to exclude the press and public from the meeting for the next item.

The only member of the public who was present, left the room.

***17.To Consider applications to co-opt a Parish Councillor to the Heath Common Ward***

***of Washington Parish Council.***

The Chairman advised that there being no request for a by-election following the resignation of Trisha Cook, the Council is free to co-opt. Two applications had been received in accordance with the Council’s co-option policy and applications circulated before the meeting. Councillors then discussed the applications at the meeting.

Meeting re-opened to the public.

**RESOLVED** that Mr James Ross be co-opted onto the Council’s Heath Common Ward for the remainder of the municipal term to May 2019 AND that he sign a Declaration of Acceptance of Office at the next meeting.

**The Meeting Closed at 21:37 hours**

**Signed…………………………………………….**

**Dated……………………………………………..**